

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Waterworks Operator IV****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs duties associated with operating a water treatment plant. Maintains and operates equipment to filter and maintain water pressure. Performs various tests to ensure the safety of water.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Operates the plant by conducting various chemical tests and making adjustments, performing maintenance on plant and equipment, maintains log and equipment records, monitoring personnel entering or leaving the plant, and resolving problems.
2	L	Monitors filtration by adjusting filters to match water coming into the plant, monitoring for turbidity and head loss, and running them through a cleaning process.
3	L	Monitors water pressure by adjusting pumps to keep pressure within specifications while maintaining the proper levels in tanks.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four years experience and a Class I Operators License.
Certifications and Other Requirements	Three years as an Operator in training, pass state exams for Class IV, III, II, and I Operator, State Waterworks Operator License
Reading	Work requires the ability to read instructional materials, reports, technical manuals, operational manuals for equipment, graphs, standard operating procedures, general correspondences and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write log reports, work orders, general correspondences and memorandums including emails.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Conducting lab tests, analyzing samples, washing filters, operation of equipment
Sitting	F	Computer, desk work, use of telephone, meetings
Walking	F	Inspection of plant, inter-office, to/from meetings
Lifting	R	Lab equipment, various meters and testers, various feeders and pumps
Carrying	R	Lab equipment, various meters and testers, various feeders and pumps
Pushing/Pulling	R	Valves
Reaching	O	Lab equipment, meters and testers, various feeders and pumps
Handling	F	Lab equipment, meters and testers, various feeders and pumps
Fine Dexterity	O	Computer keyboard, calculator, lab equipment, writing, various meters and testers
Kneeling	O	Equipment inspection, cleaning feeders
Crouching	O	Equipment inspection, cleaning feeders
Crawling	O	Equipment inspection, cleaning feeders
Bending	O	Equipment inspection, cleaning feeders, washing filters, equipment maintenance
Twisting	O	Check equipment for proper operation
Climbing	F	Stairs
Balancing	F	On stairs
Vision	C	Computer, desk work, reading, conducting lab tests, analyzing samples, washing filter, operation of equipment
Hearing	C	Telephone, staff, supervisors, vendors, operation equipment, meetings
Talking	F	Telephone, staff, supervisors, vendors, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

PH meter, aqua tester, hach 2100n Turbidimeter, Spectrophotometer, distiller, jar tester, telephone, radio, cameras, calculator, chlorine analyzer, intercom, Roto Dip Alum feeders, lime feeders, Activated Carbon feeders, dual media filters, and different types of pumps, computer, complex machinery monitoring equipment, SCADA, Word, Access, internet connection, e-mail

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	W
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	M
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Industrial Plant

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, steel toe shoes, gloves, hearing protection, goggles, face shield

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)